

CLERICAL SUPERVISOR

PURPOSE AND NATURE OF WORK

Classification encompasses positions performing more difficult, complex clerical tasks with substantial independence, while exercising limited supervision over at least three regular Civil Service employees engaged in clerical work. Some positions may require the incumbent to work shifts.

Incumbents work under the direction of a section supervisor, while performing training and supervisory responsibilities for three or more clerical workers.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties).

Exercises thorough knowledge of the day to day and clerical aspects of an office or agency's functions by training, assigning, and evaluating subordinate clerical workers as well as participating in the work.

Meets with section supervisors or division managers to ensure understanding of new or changed policies and procedures. Provides input concerning use of supplies, materials, the need for equipment, and related matters. Replaces absent workers as needed.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of ordinances, policies and procedures governing routine business, and clerical activities in the area of assignment.

Considerable knowledge of vocabulary, spelling, grammar, punctuation, and arithmetic.

Ability to work independently and make clear explanations of ordinances and policies and procedures used in area of assignment.

Ability to operate equipment as required by area of assignment.

Ability establish and maintain effective working relationships with employees, managers, elected officials, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Completion of high school supplemented by college or vocational training in clerical, secretarial, or office administration skills, and substantial working experience in the area supervised; or an equivalent combination of education and experience.

NECESSARY SPECIAL QUALIFICATION (Depending on area of assignment)

Ability to type 45 correct words per minute, or transcribe from a Dictaphone at 28 correct words per minute.